

ASPIRE

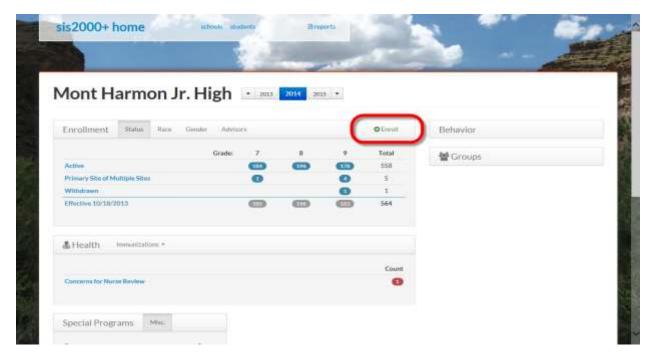
How to Enroll a Student



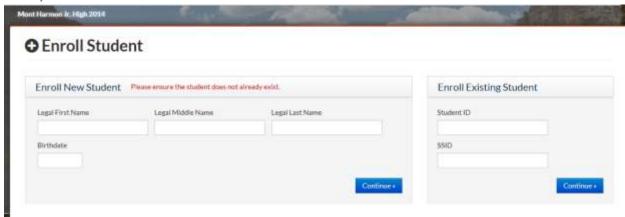
How to Enroll a Student

is where all student demographic data is input and updated. This information includes – name, student id, SSID, gender, phone numbers, addresses, ethnicity, race, birth date, track, enrollment dates, exit dates, teacher/advisor, grade, and contacts. It is important to remember that this information must be accurate at all times.

Click on located on the following screen:



Find/Add Student





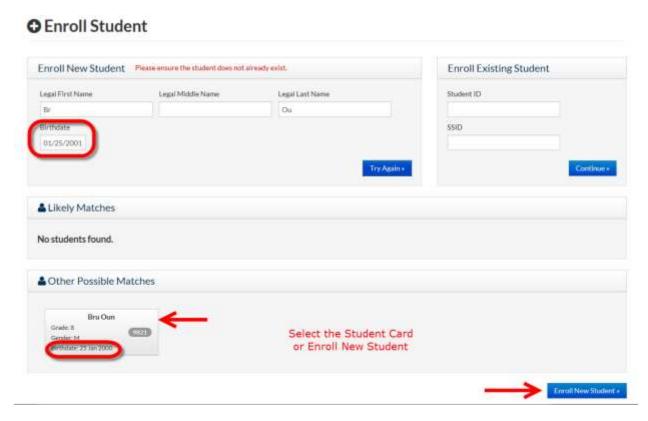
This screen will appear each time you select . It allows the user to find a current student, determine whether a student record exists in the district database prior to adding a student, re-enroll a prior student, or add a new student. It has sophisticated searching options and built-in features that prevent entering duplicate and ineligible students or inadvertently modifying data on the wrong student.

♠ Enroll

Search Options:

- 1. Based on last, first name, and birthdate full or partial characters can be used.
- 2. Based on Student ID the entire number must match for a student to be located.
- 3. Based on SSID the entire number must match for a student to be located.

This search is referred to as the Enroll Student Search and does a district wide search each time.



The search gives the user possible matches based on the information that has been entered and allows the user to determine if it is the same student or a new student.



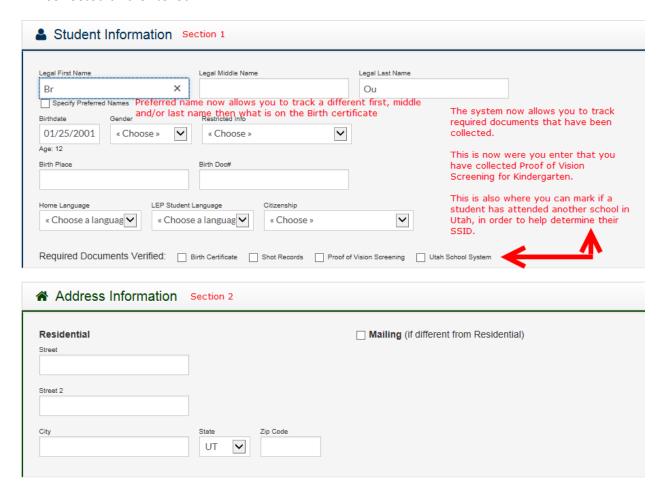
If it is the correct, student you select the student card

If it is not, then you select the

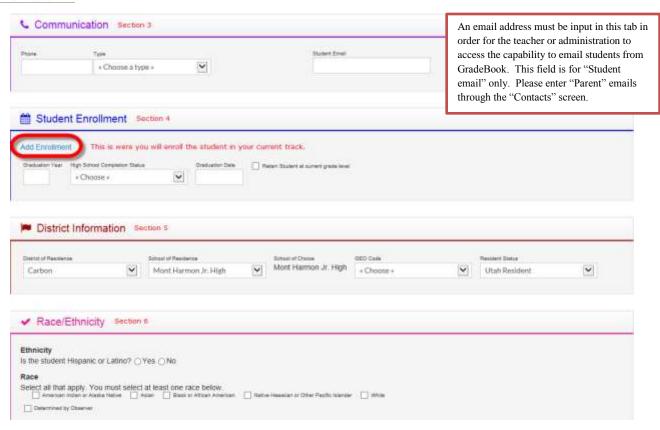
Enroll New Student »



 The Enrollment screen will appear with the name and birthdate populated based on what you have typed or selected. All information for a student is now located on a single screen that has been broken into sections based on the information being collected and entered.

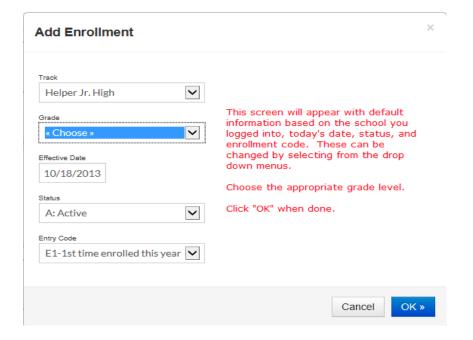




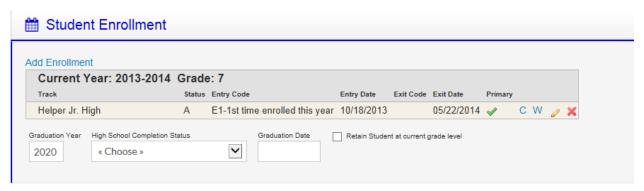


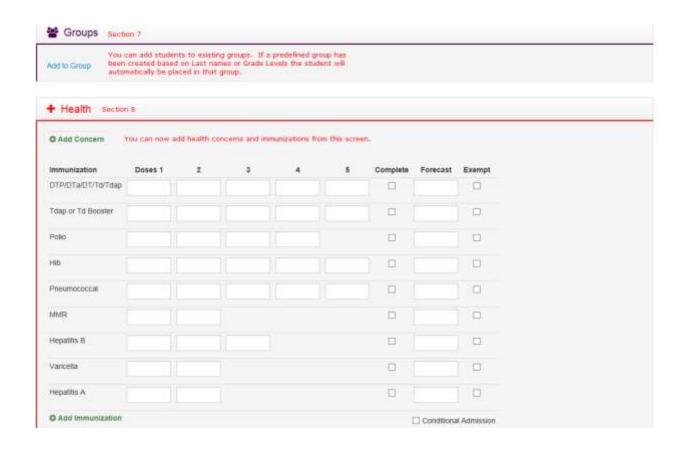
Adding Student Enrollment - Section 4

- 1. Click on Add Enrollment . The following screen will appear. Select the appropriate information.
- 2. Click OK »

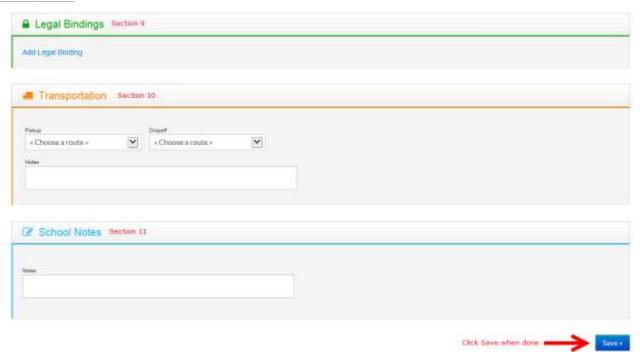






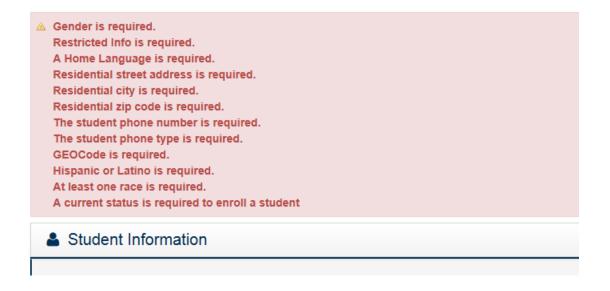






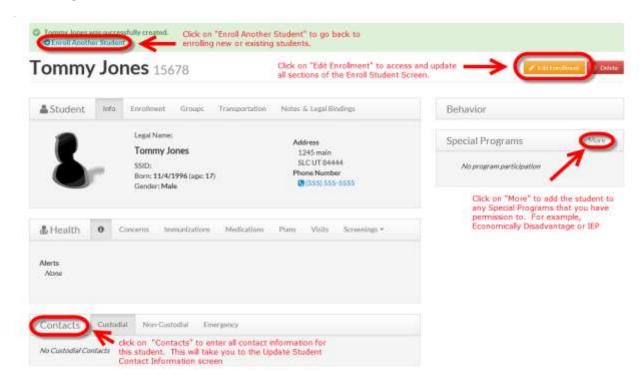
After entering information you must click

If all the required information has not been entered, you will receive a message that will inform you of what is missing or incorrect.



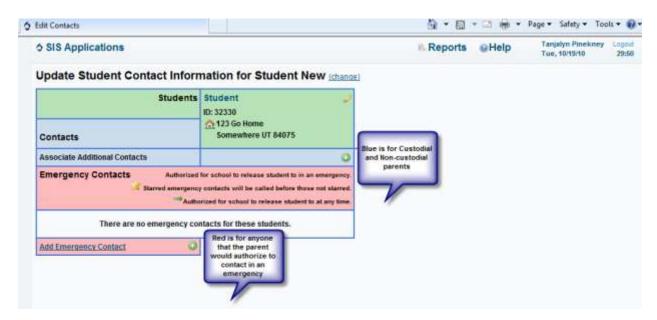


If all the information is correctly entered, the student will be saved and you will see the following student lens:



Adding Contacts

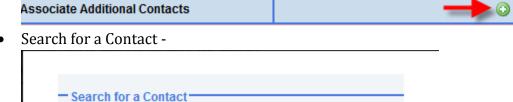
1. Click on Contacts

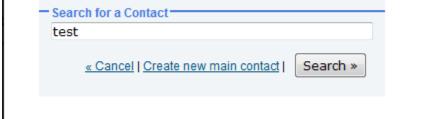


- 2. A web application will appear with the student information populated.
- 3. This Grid shows the relationships between Students and Contacts



- Information about the relationship is shown at the intersection between the student and the contact
- If there is no relationship, the intersection is grayed out
- 4. Students are listed in Green
- 5. Parent Contacts are listed in Blue
 - Click on the green circle -

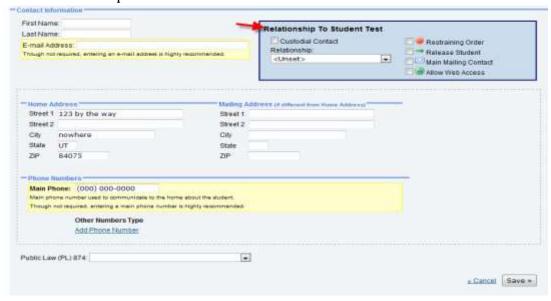




• Use a Contact that is "listed" or "Create a new contact" –



• If creating a new contact, complete the following screen. The "Relationship To" must be completed.





- 6. Emergency Contacts are listed in Red
 - Click on the green circle -



• Create contact -

